

# System Training and Response Team

## Charter School Estimated Count

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# ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

## SCHOOL FINANCE MEMORANDUM 08-060

To: Charter School Operators, Charter School Sponsors, Charter Business Managers,  
Charter Principals & Administrators, and All Charter Schools

From: Philip Williams  
Deputy Associate Superintendent of School Finance

Date: April 15, 2008

Subject: Charter School Estimated Student Enrollment List Collection for FY 2008-2009

### REQUIREMENTS

- Per A.R.S. 15-185.B.2 the student count of a charter school shall be determined initially by using an estimated count.
- The Charter Board requires charter schools to have specific student and parent information on file for any student that is recorded on the estimated list. The required information can be located at: <http://www.asbcs.state.az.us/pdf/EstEnrollmentDataRequirement.pdf>
- The initial estimated student count list must not exceed actual registration of pupils.
- After school begins, but before each of the listed due dates, the name of any student who has not participated in instruction must be removed from the list.
- Students whose names were not on the initial estimated count list may be added at any time the application is available until the last due date.
- Charter school operators are not obligated to list every student.
- All charter school operators, including operators of district sponsored charter schools, must submit a student list to ADE using the Charter Estimated Counts on-line application, for each charter site.
- ADE will NOT pre-populate the Charter Estimated Counts application with student information from the previous school year.

**Student level data on the Charter Estimated Count List will be used as the basis for calculating State Aid as follows:**

**Charter School  
Student List due by**  
**5:00 PM on:**  
June 27, 2008  
July 30, 2008  
August 29, 2008  
September 26, 2008

**Payment Date:**  
July 15, 2008  
August 15, 2008  
September 15, 2008  
October 15, 2008

## PROCESS AND PROCEDURES

Charter school student lists are submitted to ADE via the Charter Estimated Counts on-line application. This application is accessible through the Common Logon web page at [www.ade.az.gov/commonlogon](http://www.ade.az.gov/commonlogon), and provides two options for submitting the data:

1. Manual entry of each student using the form fields provided within the application; or

Estimated Counts - Add Students - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print W

Address <https://www3.ade.az.gov/EstCounts/add.asp?ctds=018752001> Go Links >>

**Charter Estimated Counts - FY 20XX**  
[Charter School Name] Add Students

[Charter Holders](#) | [Charter Schools](#) | [Student List](#) | [Add Students](#) | [Upload Files](#) | [Help](#)

Enter the requested information in the form below and click the Submit button to record the new student. Click the Cancel button to abort and return to the student list.

Last Name:

First Name:

Middle Initial:

Birth Date (MM/DD/YYYY):

Previous LEA:

Grade Level:

SPED Category: (None)

Service Type: (None)

LEP Status: No

Submit Cancel

Internet

2. Upload of a properly formatted data file (comma-delimited text file).

Please refer to page 3 for the Data Submission Requirements.

Note: Student names can only be deleted from the Charter Estimated Count through use of the feature designed for this purpose in the on-line application.

Until Average Daily Membership can be calculated from SAIS, payments generated on the 15<sup>th</sup> of each month are based on the estimated count list. **Please remember to continually and carefully review the charter student list for duplicates or erroneous entries that will require correction before the application is locked to capture the data for payment.** The estimated student list is due before 5:00 PM on the due dates listed previously in this document. After 5:00pm, the estimated counts application will be administratively locked for up to five ADE business days after the due date. A summary report of the charter's submission will be posted to the charter school's home page on the ADE School Finance website: <http://www.ade.az.gov/Districts/EntitySelection.asp> within the five business days after each due date. It is the responsibility of each charter school to verify that the information posted on the summary report correctly reflects the sum of the student level data that was submitted by one of the two defined data submission processes.

## DATA SUBMISSION REQUIREMENTS

The following definitions and descriptions of the student level data apply to both the on-line manual entry into the application and the comma-delimited text file.

1. Data must be submitted at the **site level**, (the **CTDS number ending in 000 represents the holder level not the site level**). One data file must be submitted for each charter school site. So, if the charter holder is represented by two charter school sites, then two separate files must be completed and submitted for each. When saving the file(s), please use the charter school site level number in the name of the file. The site level number is equal to the last three digits of the charter school CTDS number. For example, Golden Desert Charter School has two charter schools. The charter school site CTDS numbers end in 001 and 002, respectively. Therefore, school site 001 will submit a data file as GoldenDesert001.txt and school site 002 will submit a separate data file as GoldenDesert002.txt.
2. Data must be submitted electronically using the Charter Estimated Counts on-line application. ADE will not accept any student level data not submitted via the on-line application.

Specifications For Using Comma-Delimited Text Files			
For those using the text file upload option, the first row must contain data header fields, and all subsequent rows must contain student data. All values must be surrounded by double quotes and separated by commas. Each row of the text file must end with carriage return and line feed characters. Check the example below for an illustration of these requirements.			
Data Header Definition			
Data Field	Definition	Data Format	
CTDS Number	County-Type-District-Site (No dashes example: 078672001)	Text	
Charter Name	Name of Charter Holder	Text	
Charter Site Name	Name of Charter Site	Text	
Contact Name	Name of contact to address questions.	Text	
Contact Telephone	Phone number of contact.	Text	
Contact E-mail	E-mail address of contact.	Text	
Note: Address and contact information listed on this form does not change the official information approved per the charter’s contract. The charter school must follow the sponsors’ policy to change chartered contract information.			
Student List Definition			
Data Field	Definition	Data Format	Maximum Field Length
First Name	First Name	Text	Up to 20 characters
MI	Middle Initial	Text	Blank or 1 character
Last Name	Last Name	Text	Up to 30 characters
Birth Date	Birth Date	Numeric (MMDDYY)	6 digits
* Previous LEA	List the name of the district or charter school the student attended in the previous school year OR the ISEP/Non-ISEP data if applicable. (Please refer to asterisk on page 4).	Text	Up to 80 characters
Grade Level	The student’s grade for the upcoming school year.	Text: KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	2 characters
** SPED Category	Please refer to the expanded category definition on page 4. (Please refer to asterisks on page 5).	Text: A, ED, EDP, HI, MD, MDSSI, MIMR, MOMR, OHI, OI, SLD, SLI, SMR, TBI, VI	Blank or up to 5 characters
Service Type	Please refer to the expanded service type definitions on page 5.	Text: A, B, C, D, H, I	Blank or 1 character
ELL Status	Will ELL services be provided?	Text: Y = Yes; N = No or Blank = No	Blank or 1 character

### Example of Text File Format

```
"078672001","Sample CharterHolder","Sample CharterSite","Hunter Jones","(602) 555-5555","hunterjones@email.com"
"Jackson","M","Stone","112090","Previous LEA","12","ED","A",""
"Lily","","Rose","031592","Previous LEA","10","","","N"
```

\* Charter schools receiving Indian School Equalization Program (ISEP) funds must report data used in the calculation of state aid separately for the ISEP students and Non-ISEP students. This allows the Arizona Department of Education to accurately apply A.R.S. §15-185 (D) only to the state aid generated by the ISEP funded students. Those students that are Non-ISEP will generate monthly state aid for the charter because these students are not funded by the federal Indian School Equalization Program.

For reporting purposes, all students not receiving ISEP funds must be identified as Non-ISEP in the **Previous LEA Field** of the Charter Estimated Counts application. Once reporting commences with SAIS, all Non-ISEP students will be accurately identified in SAIS by the charter's use of Register ID 7777 for these students.

## SPECIAL EDUCATION ELIGIBILITY REQUIREMENTS

Special Education students can be claimed on the estimated student list if all eligibility requirements are in place when registering for the upcoming school year. The charter is strongly encouraged to be conservative in the submission of the estimates. It is important to note that once actual SPED counts are calculated from data submitted to SAIS, an overestimated SPED count may result in a non-payment status for one or more months for the charter.

The IEP team determines the category under which a student is eligible to receive services once a student has been evaluated. It is possible for a student to be eligible to receive special education services in more than one category. If this is the case, **only submit the highest weighted (primary) category for the student. No student should be submitted more than once to the estimated counts application.** Please refer to the Budget Worksheets for the special education weights. **If there is any uncertainty regarding the student's category and/or service type, the charter is encouraged to wait to submit the actual special education student information into SAIS.** All funding for any eligible special education student not claimed during the estimated counts period will be retroactive to the beginning of the fiscal year once payment commences from the actual SPED data resident in SAIS. Funding from the charter's actual SPED data resident in SAIS typically begins December 15<sup>th</sup>.

## SPECIAL EDUCATION CATEGORIES AND SERVICE TYPES

Categories	
Category Acronym	Category
A	Autism
ED	Emotional Disability
EDP	Emotional Disability (Separate Facility, Private School)
HI	Hearing Impairment
MD	Multiple Disabilities
MDSSI	Multiple Disabilities-Severe Sensory Impairment
MIMR	Mild Mental Retardation
MOMR	Moderate Mental Retardation
OHI	Other Health Impairment
OI	Orthopedic Impairment
SLD	Specific Learning Disability
SLI	Speech/Language Impairment
SMR	Severe Mental Retardation
TBI	Traumatic Brain Injury
VI	Visual Impairment

**\*\* If a Special Education category is listed for a student then a service type must also be listed. Otherwise, funding for Special Education will not be distributed if both the category and service type are not provided.**

Service Types					
Grade	Service Code	Description	State Funding Eligible	Resourced or Self-Contained	Federal Funding Eligible
all but PS	A	<b>Inside Regular Class 80% or more of the day.</b> (These are children who received special education and related services outside the regular class for less than 21% of the school day.) This may include children placed in: regular class with special education/related services provided within regular classes; regular class with special education/related services provided outside the regular classes; or regular class with special education services provided in resource rooms.	Yes	Resourced	Yes
all but PS	B	<b>Inside Regular Class for no more than 79% of day and no less than 40% of the day.</b> (These are children who received special education and related services outside the regular classroom for at least 21% but no more than 60% of the school day.) This may include children placed in: resource rooms with special education/related services provided within the resource room; or resource rooms with part-time instruction in a regular class.	Yes	Resourced	Yes
all but PS	C	<b>Inside Regular Class less than 40% of the day.</b> (These are children who received special education and related services outside the regular classroom for more than 60% of the school day.) This may include children placed in: self-contained special classrooms with part-time instruction in a regular class; or self-contained special classrooms with full-time special education instruction on a regular school campus.	Yes	S-C	Yes
all but PS	D	<b>Public or Private Separate Day School for greater than 50% of the school day.</b> This may include children placed in: public and private day schools for students with disabilities; public and private day schools for students with disabilities for a portion of the school day (greater than 50%) and in regular school buildings for the remainder of the school day; or public and private residential facilities if the student does NOT LIVE at the facility.	Yes	S-C	Yes
all but PS	H	<b>Homebased/homebound/hospital program.</b> Receives education programs in homebased/homebound/hospital environment that includes children with disabilities placed in and receiving special education and related services in: hospital programs; homebound or homebased programs.	Yes	Resourced	Yes
all but PS	I	<b>Services provided in a regular classroom.</b> The only disability categories that can be reported here are MD, A, SMR, and OI.	Yes	S-C	Yes

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STATE OF ARIZONA

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## SCHOOL FINANCE MEMORANDUM 08-061

To: Charter School Operators, Charter School Sponsors, Charter Business Managers, Charter Principals & Administrators, and All Charter Schools

From: Philip Williams  
Deputy Associate Superintendent of School Finance

Date: April 15, 2008

Subject: Fiscal Year 2008-2009 LEA Calendar

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As mandated by A.R.S §15-1042, all Local Education Agencies (LEA's) are required to submit their LEA calendar electronically to the Arizona Department of Education. An LEA Calendar manual is available to guide users through this process:

[http://www.ade.az.gov/schoolfinance/SAISSupport/PEA\\_LEACalendar/Manual.pdf](http://www.ade.az.gov/schoolfinance/SAISSupport/PEA_LEACalendar/Manual.pdf)

The LEA Calendar application is available through Common Logon at:

<https://www.ade.az.gov/commonlogon>. Entity administrators or business managers can use the Request Login function in Common Logon to request additional accounts. Permissions to update the LEA Calendar for charters have already been set up for all charter holder administrators.

### IMPORTANT

A school year must begin on or after July 1 and end on or before June 30. Please make sure that all session days fall within these parameters.

Additionally, it is important to note that the charter holder level LEA Calendar is the default calendar for all charter sites. It is not necessary that a charter site submit a separate LEA Calendar if all students are following the session days per the charter holder LEA Calendar. A separate site level or calendar track is required, however, *if* session days for a certain charter site or charter calendar track differ from the charter holder calendar.

Training and assistance with issues related to entering information in the LEA Calendar application is available from the System Training and Response Team. To request assistance, please use the "*Request for SAIS Training and Assistance*" link found at <http://www.ade.az.gov/schoolfinance/STaR/>.

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## SCHOOL FINANCE MEMORANDUM 08-062

To: Charter School Operators, Charter School Sponsors, Charter Business Managers,  
Charter Principals & Administrators, and All Charter Schools

From: Philip Williams  
Deputy Associate Superintendent of School Finance

Date: April 15, 2008

Subject: A.R.S. §15-185 (D) Reduction of Equalization Assistance for Charter Schools  
Receiving Federal and State Monies Intended for Maintenance and Operations of the  
School

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A.R.S. §15-185 (D) requires the reduction of the base support level and equalization assistance by the amount of federal and state monies received by a charter school that are intended for the basic maintenance and operations of the school.

Monies intended for basic maintenance and operations (M&O) are those intended to support the educational program of the school. They do not include supplemental federal and state grants for specific purposes, such as ESEA Title I, IDEA Part B, stimulus grants, and federal food program reimbursements, etc. In addition, by statute, they do not include Federal Impact Aid (Title 8, P.L. 103-382) monies. The Auditor General will make final determination of what monies are considered to be intended for basic maintenance and operations.

To assist the Arizona Department of Education (ADE) and the Auditor General in identifying the types of monies applicable to this reduction, ALL CHARTER HOLDERS must complete the form on page 2. **The form must be sent by U.S. mail or delivery, and received by ADE School Finance on or before 5:00pm of June 27, 2008.** ADE School Finance will not release any Fiscal Year 2008-2009 state aid to any state sponsored charter or on behalf of any school district sponsored charter school that has not submitted this form by the due date. District sponsored charters must submit the form through their sponsoring district for approval, and the district must forward it to the ADE by U.S. mail or delivery. The form must have an original signature. **NO FAXES WILL BE ACCEPTED.**

Charter schools receiving Indian School Equalization Program (ISEP) funds must report data used in the calculation of state aid separately for the ISEP students and the Non-ISEP students. This allows the Arizona Department of Education to accurately apply A.R.S. §15-185(D) only to the state aid generated by the ISEP funded students. Those students that are Non-ISEP will generate monthly state aid for the charter because these students are not funded by the federal Indian School Equalization Program.

## Federal & State Maintenance & Operations Declaration Form Fiscal Year 2008-2009

Please complete one form per Charter Holder. This original form must be received by ADE School Finance, via U.S. mail or delivery, on or before 5:00pm of June 27, 2008 for the initial release of any Fiscal Year 2008-2009 state aid. Fax copies will not be accepted.

Arizona Department of Education  
School Finance Unit, Bin #13  
1535 West Jefferson  
Phoenix, AZ 85007

Charter Holder Entity Name \_\_\_\_\_

CTDS # (Example: 012345000) \_\_\_\_\_

1. Describe below any monies, other than state equalization assistance, received or expected to be received for the basic maintenance and operations of the school in Fiscal Year 2008-2009. (Do NOT list supplemental monies intended for a specific purpose, such as IDEA, NSLP, stimulus grant, etc.)

FY 2009 Maintenance and Operations Monies (excluding State Equalization)			
Funding Source	Granting Agency	Dollar Amount	Description

Administrator's Name (Print): \_\_\_\_\_ Phone #: \_\_\_\_\_

Administrators Signature: \_\_\_\_\_  
(Requires BLUE INK)

If sponsored by a school district:

Sponsoring School District: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature of School District Official: \_\_\_\_\_  
(Requires BLUE INK)

## Charter School State Aid Requirements Checklist for Release of Fiscal Year 2008-2009 State Aid

To be eligible for funding for Fiscal Year 2008-2009, all charter schools, regardless of sponsorship, must verify that all materials have been submitted per the requirements within the specific timelines. It is the responsibility of each charter school to verify that all requirements have been met prior to the distribution of funds. **The following items must be received by ADE School Finance on or before 5:00 p.m. of the specified deadline for initial release of any Fiscal Year 2008-2009 state aid.**

To ADE School Finance Unit		
		Deadline
Charter School Estimated Student Enrollment List Collection <ul style="list-style-type: none"> <li>• Enter via the Charter Estimated Counts online application through Common Logon.</li> <li>• Update each month: see ADE School Finance Memorandum 08-060 for due dates: <a href="http://www.ade.az.gov/schoolfinance/Memos/FY2007-2008/08060.pdf">http://www.ade.az.gov/schoolfinance/Memos/FY2007-2008/08060.pdf</a></li> </ul>	<input type="checkbox"/>	June 27, 2008
Federal and State Maintenance and Operations Declaration Form <ul style="list-style-type: none"> <li>• See ADE School Finance Memorandum 08-062: <a href="http://www.ade.az.gov/schoolfinance/Memos/FY2007-2008/08062.pdf">http://www.ade.az.gov/schoolfinance/Memos/FY2007-2008/08062.pdf</a></li> </ul>	<input type="checkbox"/>	June 27, 2008
Local Educational Agency Calendar <ul style="list-style-type: none"> <li>• Enter using the LEA Calendar application through Common Logon.</li> <li>• See ADE School Finance Memorandum 08-061: <a href="http://www.ade.az.gov/schoolfinance/Memos/FY2007-2008/08061.pdf">http://www.ade.az.gov/schoolfinance/Memos/FY2007-2008/08061.pdf</a></li> </ul>	<input type="checkbox"/>	July 16, 2008

**Arizona Department of Education**  
**Equalization Assistance Payment Schedule Detail**  
**FY 2004-2005**

Apportionment Date: 6/15/2005

Run Date: 6/14/2005

00-89-00 Example Charter School, Inc.

**Equalization Assistance**

2004-05 Calculated Equalization Assistance	\$801,429.53
Equalization Adjustments: Equalization Adjustment (detail on last page)	\$0.00
Current Adjusted Equalization Assistance Base	\$801,429.53

**Equalization Assistance Payment Detail**

Ln#	Month	Equalization Assistance Base	YTD Payment %	Equalization Assistance To Be Paid YTD	Calculated Current Month Payment	Adjustment to payment	Current Month Payment	Actual Equalization Assistance Paid YTD
1	JUL	\$899,379.86	8.33	\$74,918.34	\$74,918.34		\$74,918.34	\$74,918.34
2	AUG	\$904,927.04	16.67	\$150,851.34	\$75,933.00		\$75,933.00	\$150,851.34
3	SEP	\$817,470.18	25.00	\$204,367.54	\$53,516.20		\$53,516.20	\$204,367.54
4	OCT	\$833,113.93	33.33	\$277,676.87	\$73,309.33		\$73,309.33	\$277,676.87
5	NOV	\$798,799.14	41.67	\$332,859.60	\$55,182.73		\$55,182.73	\$332,859.60
6	DEC	\$798,799.14	50.00	\$399,399.57	\$66,539.97		\$66,539.97	\$399,399.57
7	JAN	\$798,854.11	58.33	\$465,971.60	\$66,572.03		\$66,572.03	\$465,971.60
8	FEB	\$798,854.11	66.67	\$532,596.04	\$66,624.44		\$66,624.44	\$532,596.04
9	MAR	\$800,098.67	75.00	\$600,074.00	\$67,477.96		\$67,477.96	\$600,074.00
10	APR	\$800,098.67	83.33	\$666,722.22	\$66,648.22		\$66,648.22	\$666,722.22
11	MAY	\$800,098.67	91.67	\$733,450.45	\$66,728.23		\$66,728.23	\$733,450.45
12	JUN	\$801,429.53	100.00	\$801,429.53	\$67,979.08		\$67,979.08	\$801,429.53